

RIVER'S EDGE HOSPITAL & CLINIC COMMISSION MEETING

River's Edge Hospital & Clinic – Helen G. White Conference Center

Wednesday, October 26, 2016

Present: Margie Nelsen, Chairperson; Robert Meeks, Vice-Chairperson; Blake Combellick, Secretary; Trustees: Roger Parras, John Lammert, Gary Swedberg; Robert Christensen, MD, Medical Staff President; George Rohrich, CEO; Lori Zook, CFO; Jackie Kimmet, Chief Human Resources Officer; Janelle Rauchman, Chief Quality Officer; Stephanie Holden, Chief Marketing Officer; Paula Meskan, Chief Nursing Officer; Todd Prafke, St. Peter City Administrator; Samantha Pherson, Recorder.

Absent: Susan Carlin, H. Stuart Johnson

CALL TO ORDER

The regular meeting of the Hospital Commission was called to order at 12:34 p.m. by Chairperson Margie Nelsen.

APPROVAL OF AGENDA

The September 28, 2016 Agenda was reviewed.

ACTION: A motion was made by Gary Swedberg to approve the September 28, 2016 Agenda. The motion was seconded by John Lammert and carried with all members voting in favor.

APPROVAL OF MINUTES

The September 28, 2016 Hospital Commission Minutes were reviewed.

ACTION: A motion was made by Robert Meeks to approve the September 28, 2016 Hospital Minutes. The motion was seconded by Blake Combellick and carried with all members voting in favor.

APPROVAL OF CONSENT AGENDA

The consent agenda includes the following:

- Acceptance of the October 19, 2016, Finance Committee Minutes.
- Acceptance of the October 19, 2016 Quality Management Committee Minutes.

There was a discussion on the changing the date of the November Hospital Meeting since it falls the day before a Holiday. The Hospital Commission decided to hold the November meeting on Monday, November 21, 2016.

ACTION: A motion was made by Roger Parras to approve the consent agenda. The motion was seconded by Blake Combellick and carried with all members voting in favor.

GENERAL VISITOR COMMENTS

Visitors: Charles Zieman, City of Saint Peter Mayor; Nancy Madsen, Saint Peter Herald.

EDUCATION REPORT

A webinar on the topic on Changing Board Engagement with the Medical Staff was held on October 19, 2016, with commissioners and others in attendance. The next educational webinar will be held November 8, 2016; the topic is to be determined.

CONTINUED

MEDICAL STAFF

Medical Staff Credentialing - A report from the Executive/Credentials Committee of the Medical Staff was presented for review. A recommendation was made by the Credentials Committee to approve medical staff membership and granting of privileges to the physicians and allied health professionals as listed on the report:

Initial Appointment to the Medical Staff:

Kae B. Loverink, MD Active Staff, FM/Hospitalist

Reappointment to the Medical Staff:

Darren R. Cowl, DPM	Courtesy Staff, Podiatry
Jose B. Crespo, MD	Courtesy, Pathology
Hussein W. Egal, MD	Courtesy Staff, Emergency Medicine
Michael C. James, MD	Courtesy Staff, Urology
Michael M. Kearney, MD	Active Staff, Orthopaedic
Schelli O. McCabe, DPM	Active Staff, Podiatry
Michelle M. Quale, FNP-BC	Courtesy Staff, Urgent Care
Dean B. Taylor, CRNA	Courtesy Staff, Nurse Anesthetist
Colleen L. Weed, PA-C	Courtesy Staff, Emergency Medicine
Bradly R. Williams, MD	Courtesy Staff, Emergency Medicine

Change in Category – Provisional to Full Membership:

Ebenezer T. Adebara, MD	Courtesy Staff, Emergency Medicine
Thomas A. Bruns, CRNA	Courtesy Staff, Nurse Anesthetist
Holly L. Gisi-York, CNP	Courtesy Staff, Urgent Care
Elaine M. Miller, CNP	Courtesy Staff, Urgent Care
Tammie S. Nyman, CNP	Courtesy Staff, Urgent Care
Helen J. Peterson, CNP, FNP	Courtesy Staff, Urgent Care

Provisional Membership: None

Increase in Privileges:

Kayla D. Dascher, CNP Courtesy Staff, Emergency Medicine

Change in Staff Category: None

Withdrawn from Medical Staff:

Erin A. Ashby, CRNA	Courtesy Staff, Nurse Anesthetist
Dean E. Krats, MD	Courtesy Staff, Emergency Medicine
Kene G. Ogbogu, MD	Courtesy Staff, Emergency Medicine

ACTION:

- 1) A motion was made by John Lammert to accept the recommendation of the Credentials Committee and grant appointment, reappointment or change in status for each of the practitioners listed above. The motion was seconded by Blake Combellick and carried with all members voting in favor.
- 2) A motion was made by John Lammert to accept the recommendation of the Credentials Committee and grant clinical privileges to each of the practitioners as listed above as requested and approved by the Credentials Committee. The motion was seconded by Roger Parras and carried with all members voting in favor.

QUALITY REPORT

The Quality Management Committee minutes from the October meetings were reviewed. The Quality Graphs were reviewed by Janelle Rauchman. The graphs contain results from a number of measurable and reportable quality measures. There was discussion on the number of falls for the year. The number of falls for 2016 has decreased compared to the number in 2015.

ADMINISTRATIVE REPORT

A. Executive Summary.

The written report submitted by George Rohrich was reviewed.

- September has a positive bottom line. River's Edge is showing a month-to-date bottom line of approximately \$443,000, versus a month-to-date budget of (\$68,000). This is the sixth consecutive month with a positive bottom line. Year-to-date Actual is \$1,283,000 vs Year-to-date Budget (\$365,000).
- September results show an increase of cash on hand of \$759,000 resulting in balance of \$9.36 million. The 2016 cash budget is to increase cash by \$1,055,000.
- Inpatient surgical procedures continue to trend positively.

B. Statistical Dashboard.

The statistical report for September, 2016, was reviewed. Of the 18 measured activities, 12 are green.

C. 2017-2019 Strategic Plan

A copy of the 2017-2019 Strategic Plan was reviewed. The Strategic Plan is a living document and pillars or goals can be amended if needed.

ACTION: A motion was made by Robert Meeks to approve the 2017-2019 Strategic Plan. The motion was seconded by John Lammert and carried with all members voting in favor.

D. USDA Community Facilities Direct Loan & Grant Program

The Hospital Commission was presented with information regarding the USDA loan application process. The loan is 90% federally guaranteed, which could take the obligation away from the city of Saint Peter and its residents. Interest rates for this type of loan changes quarterly and are at a fixed rate.

ACTION: A motion was made by Roger Parras to approve continuation of the USDA Federal Government loan application process. The motion was seconded by John Lammert and carried with all voting in favor.

E. Examined Feasibility Project

The Hospital Commission was presented with information regarding an examined feasibility project. The examined feasibility project is a requirement to apply for the USDA loan. The commission was presented with information that listed four consulting groups that were contacted for proposals. One of the consulting firms declined, and two offered a proposal along with proposed cost. The recommendation was to go forward with the examined feasibility project using Eide Bailly as the consulting firm for a proposed cost of \$45,000 - \$50,000, and a proposed timeline of two months.

ACTION: A motion was made by Roger Parras to approve the examine feasibility study using Eide Bailly as the consulting firm for a proposed cost of \$45,000 - \$50,000. The motion was seconded by Blake Combellick and carried with all voting in favor.

FINANCIAL REPORT

A. September Financial Summary.

Lori Zook presented the financial report for September, 2016. Minutes from the October 19, 2016, Finance Committee meeting were available for review. The month of September had a Net Operating Income of \$440,287 and a year-to-date gain of \$1,270,286. Total Patient Revenue stands at \$4,995,115. Year-to-date Total Patient Revenue stands at \$42,056,662, over a YTD budget of \$31,731,379. September Net Patient Revenue stands at \$2,839,896 with a budget of \$2,213,619. Monthly Net Operating Revenue stands at \$2,984,970, versus a budget of \$2,306,320.

Year-to-date Gross Revenue is \$42,055,553 versus a budget of \$31,731,379 which is \$10,324,174 over budget. Year-to-date Net Patient Revenue is \$22,783,501 versus a budget of \$20,621,882 or \$2,161,619 above budget. Year-to-date Total Operating Expenses are \$21,916,254 versus a budget of \$21,180,896 or \$734,358 above budget.

Cash flow for September was positive at \$756,676. Current Ratio at the end of September stands at 2.98. Days Cash On Hand is 110.32 days, and Days Revenue in Accounts Receivable stands at 57.30 days.

B. Write-Off to Collection.

Community Care grants totaled \$19,205.86 in September, covering 23 accounts that qualified for 100% write-off. Presumptive Community Care grants totaled \$37,487.33, covering 6 patients and 5 accounts. Year-to-Date Community Care grants total \$71,770. Collection activity approval totaled \$71,466.70. Year-to-Date collection activity stands at \$1,008,014. Year-to-Date \$202,501 of gross bad debts have been recovered. The Revenue Recapture program through the State of Minnesota resulted in receipt of \$12,502.33, year-to-date recovery total of \$180,947.

ACTION: A motion was made by John Lammert to accept the recommendation made by the Finance Committee for approval of \$19,205.86 in Community Care grants, \$37,487.33 in Presumptive Community Care grants and \$71,466.70 in write-offs to collection for September. The motion was seconded by Blake Combellick and carried with all members voting in favor.

C. Accounts Payable Review.

Accounts Payable review for September included a total of \$1,219,818 paid via check.

ACTION: A motion was made by John Lammert to recommend approval of checks totaling \$1,219,818. The motion was seconded by Roger Parras and carried with all voting in favor.

D. Capital Equipment Requests.

1) FR Secure Contract.

The Hospital Commission reviewed the request to purchase services from FR Secure for a risk assessment of our I.T. security. In recent months there has been an increase of ransomware at a national level. Obtaining this service would help reduce the risk of our system being breached. The cost of purchasing these services from FR Secure is \$18,169.

ACTION: A motion was made by Robert Meeks to approve the purchase of risk assessment services from FR Secure for the cost of \$18,169. The motion was seconded by Blake Combellick and carried with all members in voting favor.

2) Patina Contract Services.

The Hospital Commission reviewed the request to partner with Patina to conduct an official assessment that will focus on workflows, productivity and offers staffing guidance for the PT/OT department. The contract would be for up to 110 hours of flexible onsite and virtual time with a clinical expert. The cost of contracting with Patina for these services would not exceed \$23,100.

ACTION: A motion was made by Roger Paras to approve of contracting with Patina for the assessment of the PT/OT department for a cost that would not exceed \$23,100. The motion was seconded by John Lammert and carried with all members in voting favor.

3) Allina EMS Contract for Services

The Hospital Commission reviewed the Allina EMS Contract. River's Edge Hospital has been in discussion with Allina about contracting their services for staffing of paramedics for the ambulance. River's Edge would retain the ambulance, the ambulance services, and the license for the ambulance. Allina would be providing the staff for the ambulance and a second on-call crew. The estimated cost for the Allina EMS Contract would be \$838,589.

ACTION: A motion was made by Robert Meeks to approve of the Allina EMS Contract for the estimated cost of \$838,589. The motion was seconded by Susan Gary Swedberg with all members voting in favor.

4) Floor Sweeper

The Hospital Commission reviewed the request to purchase a Dalco floor sweeper at a cost of \$6,980.12. The current model is from 2003 and currently has no working brakes. The current floor sweeper is no longer supported and parts are no longer available for future repairs.

ACTION: A motion was made by Robert Meeks to approve the purchase of the Dalco floor sweeper for the cost of \$6,980.12. The motion was seconded by John Lammert with all members voting in favor.

ROUNDTABLE COMMENTS

Stephanie Holden:

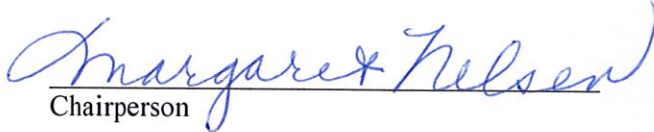
- CMS updated their star ratings.
 - River's Edge is rated 4 stars for quality.
 - River's Edge is rated 5 stars patient experience. This is second time River's Edge has been awarded a 5 star rating for patient experience


ADJOURNMENT

ACTION: A motion was made by Roger Parras to adjourn the meeting. Motion seconded by Blake Combellick and carried with all voting in favor. Meeting was adjourned at 2:35 p.m.

NEXT MEETING

The next regular meeting of the Hospital Commission will be Monday, November 21, 2016, at 12:30 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center. The Finance Committee meeting will be held on Wednesday, November 16, 2016, at 1:30 p.m. This meeting will convene in the River's Edge Hospital Helen G. White Conference Center.


Chairperson


Secretary